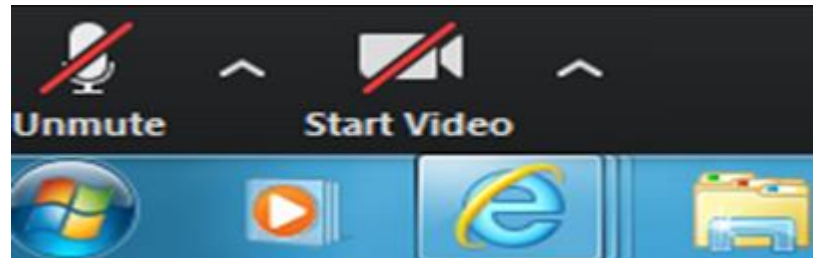


# Audio Difficulties

Please make sure that your phone or computer is muted and that you have turned off your computer's camera.

To do this, hover over the bottom left-hand side of your screen and click “Mute” and “Stop Video”. Once both have been turned off, you should see this visual.



*A copy of this presentation is located on [LDOE INSIGHT Coordinator Portal](#) under Monthly DC Webinars folder/2019-20 Webinars (August 2019 – July 2020)*

We will start the recording of this webinar now.

# Louisiana Believes

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Data Coordinator Office Hours  
SER Cross Check Reports  
2019 - 2020

This document can be downloaded via the INSIGHT Portal.

# Agenda

- Overview
- Cross Check Reports
  - SER/SIS Cross Check Report
  - SER/SIS Cross Check (Child Count Compare) Report
  - SIS/SER Cross Check Report
  - SER/SIS Exit Cross Check Report
- LEA Contact List
- Communication and Support
- Contact Information

# Cross Check Reports

There are four types of SER Cross Check Reports:

- **General Reports**
  - **SER/SIS Cross Check:** Compares your current SER data for active students with a current IEP to SIS data in entire state
  - **SER/SIS Cross Check (Child Count Compare):** Compares the current SER child count to SIS data in the entire state
  - **SIS/SER Cross Check:** Compares your current SIS data with active enrollments to SER data in entire state
- **Exit Report**
  - **SER/SIS Exit Cross Check:** Compares exit reasons in SIS and SER

# SER/SIS Cross Check Report

- Compares your current SER data for active students with a current IEP to SIS data in entire state
  - Finds students who moved to another LEA
    - Displayed in the SER Site/SIS Site Column
  - Identifies students who withdrew/did not return
    - Displayed in the Not Found in SIS Column

# SER/SIS (Child Count Compare) Cross Check Report

- Compares the current SER child count to SIS data in the entire state as of the count date
  - Use for IDEA (October 1 Count) and MFP (February 1 Count)
  - **Used to audit IDEA and MFP funding**
  - For IDEA and MFP counts SER and SIS should match
    - No errors should be reported



# SER/SIS Cross Check Report

Examples: Discrepancies shown on the SER/SIS Cross Check and SER/SIS Cross Check (Child Count Compare) Reports

SER Last Name / SIS Last Name	SER First Name / SIS First Name	State ID / Local ID	SER Site / SIS Site	SER Birth Date / SIS Birth Date	SER Ethnicity / SIS Ethnicity	SER Gender / SIS Gender	SER Jur / SIS LEA	Not Found in SIS	SER Profile Grade / SIS Grade
Example 1			026017	12/26/1997	Black or African American	M	026	X	09
Example 2									T9 09
			026000	7/30/2010	White	F	026	X	20
			026000	2/17/2012	Hispanic/Latino	M	026	X	20
			026000						
Example 3			026116 026043						

Remember the Child Count Compare Cross Check displays students with discrepancies included in your Child Count. Therefore the report must be blank!

# SIS/SER Cross Check Report

- Compares your current SIS data with active enrollments to SER data in entire state
- Identifies students who have moved to your LEA who may need services
- Helps assure students are being provided FAPE
- Helps prevent out of timeline evaluations and IEPs



# SIS/SER Cross Check Report

Examples: Discrepancies shown on SIS/SER Cross Check Report:

SIS Last Name / SER Last Name	SIS First Name / SER First Name	SIS State ID/ State ID	SIS Site / SER Site	SIS Birth Date / SER Birth Date	SIS Ethnicity / SER Ethnicity	SIS Gender / SER Gender	SIS LEA / SER Jur	SIS Grade / SER Profile Grade
Example 1			389003 389002					
Example 2			389003 389002					
Example 4				5/27/2004 5/24/2004				04 03
Example 3			389001 389002					
Example 5					Hispanic/Latino, Native Hawaiian or other pacific islander Hispanic/Latino			

# SER/SIS Exit Cross Check Report

- Compares SER exit data to SIS exit data
  - Count date as of June 30<sup>th</sup>
  - Exits reported for students 14 and older
  - Compares only certain exits from SER
    - **HS diploma**
    - **Moved out of State/Known to be Continuing**
    - **Certificates of Achievement, LHSD**
    - **Death**
  - SER exit reason must be comparable to SIS exit reason

# SER/SIS Exit Cross Check Report

Examples: Discrepancies shown on Exit Cross Check Report:

Item number		SER Exit Date	SER Exit Reason	SIS Exit Reason
996	1	8/12/2010	Moved Out of State/Kwn to be Continuing	DID NOT RETURN TO SCHOOL BEFORE 10/01
993	2	11/16/2010	Moved Out of State/Kwn to be Continuing	TRANSFER TO PUB SCHOOL IN LOUISIANA
996	3	10/29/2010	Moved Out of State/Kwn to be Continuing	X
990	4	9/8/2010	High School Diploma	X
989	5	6/30/2010	Certificate of Achievement	X

# LEA Contact List

To notify us of changes to LEA staff supporting LDOE application systems, please verify and provide a contact person for each system listed on the *LEA Contact List posted on [LDOE INSIGHT Coordinator Portal](#) (under New Announcements)*



## LDE Systems Contact(s) Update Form

**Directions:** This is a PDF fill-in-form. Please notify us immediately of any changes relating to the Data Manager or LDE Systems contact(s) for your district. Complete the information to be updated, and email to [SystemSupport@la.gov](mailto:SystemSupport@la.gov) or fax to (225) 342-1912.

Sponsor Code:  District/CMO Name:   
District/CMO Address (Cannot be a P. O. Box):   
City:  Zip Code:

### District/CMO Data Manager

☐ UPDATE:

Data Manager's Name:  Office Phone:   
E-mail Address:

The Data Manager is responsible for ensuring the complete accuracy and timeliness of your school's access and update of the LDE Data systems (AFR, CUR, PEP, SIS, SPC, STS, SER). It is suggested that you assign an additional person that will be able to continue data reporting activities when the Data Manager is away or not available. Data reporting activities are on-going throughout the fiscal year. It is imperative that sufficient staff resources are available during the summer months to meet data reporting requirements and confirm data accuracy.

### Other District/CMO Contact(s)

☐ DELETE: Contact's Name:  Contact's Name:

☐ ADD: (Check all that apply)

<input type="checkbox"/> AFR: Annual Financial Reporting	<input type="checkbox"/> CUR: Curriculum
<input type="checkbox"/> PEP: Profile of Educational Personnel	<input type="checkbox"/> SPC: Calendar
<input type="checkbox"/> SIS: Student Information System	<input type="checkbox"/> SPS: Sponsor Site
<input type="checkbox"/> STS: Student Transcripts System	<input type="checkbox"/> TSDDL: Teacher/Student Data Link
<input type="checkbox"/> SER: SpEd Reporting	<input type="checkbox"/> SER Close Services
	<input type="checkbox"/> SER Compliance
	<input type="checkbox"/> SER Records Request

Contact's Name:  Office Phone:   
E-mail Address:

Complete the [LDOE Systems Contact Update Form](#)

- or -

Email updates to [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

For assistance, contact [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

# Superintendent's Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov)
- Previous issues of the newsletters are located [here](#).



# Who to contact for support

**Email the system data managers listed below if you need assistance with the collections.**

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Annual Financial Reporting (AFR): [Yaxin.Lu@la.gov](mailto:Yaxin.Lu@la.gov)
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL):  
[Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) : [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS), Curriculum (CUR): [Barrett.Adams@la.gov](mailto:Barrett.Adams@la.gov)
- Profile of Educational Personnel (PEP): [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov)
- Early Childhood CLASS: [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- eScholar Unique ID and eScholar DirectMatch: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
- 2019-20 System Enhancements: [Kaylie.Loupe@la.gov](mailto:Kaylie.Loupe@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance:  
[SystemSupport@la.gov](mailto:SystemSupport@la.gov)